Overview

This introductory course provides students with an overview of the field of business and a basic understanding of how management, organizational structure, communication, and leadership styles affect the business environment. It also introduces them to some of the power skills that help make successful business professionals, including time management, problem solving, emotional intelligence and innovation; while also teaching them the importance of ethics. This course gives students an opportunity to begin to explore their own strengths and passions in relation to the field while also acclimating them to the online competency-based environment.

Competencies

- **Common Ethical Issues**
  The graduate identifies common ethical issues that individuals face within organizations.

- **Organizational Functions and Values**
  The graduate recognizes common organizational functions and values in order to collaborate within them.

- **Effective Communication**
  The graduate communicates ideas, opinions, and information suitable for a professional setting.

- **Emotional Intelligence**
  The graduate recognizes the emotional reactions of self and others in a variety of professional situations.

- **Leadership and Influence**
  The graduate identifies leadership opportunities to enhance organizational performance.

Learning

**Getting Started**

Welcome to Fundamentals for Success in Business. This course will introduce you to the foundational skills and business concepts that a successful professional will need to understand in order to excel in the world of business. This course is housed in the Smart Author learning platform and includes open educational resources, website articles, and videos. Learning checks are interspersed throughout the course materials to reinforce learning. The topics and pacing guide is a suggested outline to help you complete this course in a timely manner. Competency will be demonstrated by the successful completion of an objective assessment.
Course Instructor Group

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Course Instructor Responsibility

How to Work with Course Instructors